

Trinity Church Council

Minutes of the meeting held on Thursday 18th October 2018

Preliminaries:

Rev. Christine opened in prayer. Rev. Christine led a reflection on the death of Margaret Thompson remembering her with fondness and love.

Present: -

Barbara Bowler, Heather Cave, Trevor Daniels, Yvonne Daniels, Sue Groome, June Harmer, Danny Howlett, Val Howlett, Rev. Christine Kennell, Ian Prettyman, Mary Read, Charles Reynolds, Sally Reynolds, Julian Rogers, Carol Secret, Jeanette Soanes, Alan Stevens, Pat Wall, Gill Wintle, Ans Bates, Jane Spall, Joan Porter, Edna Earl, Paul Gee, Alan Chittock

Apologies:- Katie Butcher, Rosie Roberts, Val Woods, Janet Ramsden, Jenny Watson, Margaret Oldham

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Members of the Meeting: -

Rev. Christine read the membership list.

Stewards - Ans Bates, Edna Earl, June Harmer, Janet Ramsden, Charles Reynolds, Sally Reynolds, Rosie Roberts, Julian Rogers, Carol Secret, Pat Wall, Gill Wintle, Val Woods and Chloe Pearson once she is a member.

Treasurer - Val Howlett

Representatives (congregation) - Barbara Bowler, Heather Cave, Danny Howlett, Olive Jenner, Joan Porter, Ian Prettyman, Mary Read, Jeanette Soanes, Jane Spall, Alan Stevens,

Charities Secretary- Katy Butcher

Trevor and Yvonne Daniels, Paul Gee, Margaret Oldham, Jenny Watson

Minutes: -

The minutes of the meeting held on 6th June 2018 were accepted and signed with amendments.

Matters arising: -

Jeanette Soanes now has her DBS.

The Patients' Group (PPG) meeting consisted of patients discussing surgery matters rather than a closer connexion between the surgery practice and the church. This was a letting rather than a forum for communication.

1st July service with Conference worked very well.

Rev. Christine has talked to Chloe and Pamela about membership and they are positive.

Louise not ready to talk about membership at the moment.

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Notice of A.O.B.:- given

Correspondence: -

The District retired ministers' lunch was hosted here. Holy communion was supported by Yvonne and Trevor, Carol played and Heather provided food. Alison Travis, District Administrator, has emailed thanks and an invitation for costs. It was noted that District will have budgeted for this event and that we should put in an invoice to cover room hire (£75) and food costs. (Heather paid £55.22 for food and has put in a claim.)

Rev. Christine to discuss with Alison Travis to clarify procedure. All money matters to go through the treasurer.

We are invited to send letters to 3GEN in November to support young people with inspirational stories.

On 11/12th November Heritage Action Zone council will be looking at church building to explore whether it should have listed status. Julian to attend meeting and report back.

Safeguarding Update and Annual Review

guidance is now available on Methodist website rather than as hard copy.

Amendments to our Policy as recommended by Safeguarding Group were agreed by the meeting as follows : There is an added statement related to the record keeping of incidents.

The stewarding team to be jointly responsible with Pastoral Committee for discussion and oversight of issues to do with vulnerable adults.

Minister to be notified when vulnerable groups taken off site as part of a Church organised activity

Next review due October 2019

Also agreed : Property committee to look at siting of dedicated safeguarding noticeboard

Edna and Chloe to do the foundation training. Rev. Christine and Carol have completed the Advanced training.

New role descriptions to promote safeguarding to be prepared

Safeguarding Audit due in April 2019 has already been completed.

GDPR: - We need to appoint a Data Controller to complete a table for every group , looking at the information we hold and why.

Carol Daines will be holding support meetings on how to fill in the data.

Should documents like the circuit plan and ladies' group programme containing addresses be left on public view?

Edna and Pat to discuss taking on the role

Reports: -

Finance:

New toilet project to benefit from monies left from work on the windows.

Accounts have been audited up to 31st August 2018. These were presented to the meeting, agreed and signed off

There was a vote of thanks to Val for all her hard work as Treasurer.

Val thanked Danny and June for their support.

Discussion on Benevolent Fund - purpose to support members/ adherents in need with minister to have final say on recipients. Possibility of winter fuel support payments or Christmas boxes.

It was suggested that the fund was highlighted in notices at a Holy Communion to raise congregational awareness.

Rev. Christine and Val to look at fund and allocate as needed.

Property:

Val has identified people who can deal with small hall floor. We have had quinquennial inspection and we are awaiting the report for recommendations.

The windows in the vestry have been completed; decoration has been completed on the vestry and small chapel.

The fans in the church have been cleaned.

Boiler due for service on 26th October 2018.

PAT testing to take place on 24th October 2018.

Refurbishment of toilets to go ahead.

Property and finance are looking at noticeboards.

The spire will need attention because of water in the joins. Scaffolding may be needed.

Thanks to the team.

Senior Steward:

There have been a variety of events including: BBQ and Singing Futures concert, quiz night, church anniversary, LA services and reflective services.

Thanks to Ian for his continuing work on the newssheet including those now getting it by email.

Looking forward to 2019 and conscious of supporting Corton.

Worship leaders and stewards thanked for their excellent services.

Thanks given to Julian and the stewarding team.

Playgroup.

The playgroup gardens had been given a Lowestoft in Bloom award.

Many children were at the playgroup due to personal recommendation.

Pastoral:

8 people are currently being visited by the pastoral team - please let Rev. Christine or the team know of any other possible needs.

Thanks were expressed for the team's regular commitment.

Food bank: the foodbank is now also signposting and supporting people towards other possible services. Thanks to the foodbank team for their excellent role

Circuit [news:-](#)

Boundary changes have been discussed at a recent circuit meeting with a decision having to be made by June 2019 to allow for stationing in 2020. Rev. Christine suggested that we needed more detail particularly re financial and administrative in order to make an informed decision. A meeting to be called when we have more information.

Conference:

Conference is exploring the idea of Methodist churches being registered for same sex marriages. There is as yet, no firm proposal but churches have been asked to

consider views ready for feedback next year. We were reminded of the model statement on living with contradictory convictions and the need to respect the views of others.

Forward planning:-

The Christmas programme will be built around what was successful last year, although dates will need confirming. The Christmas eve service will be at Trinity and the Christmas day service at Corton.

Any Other Business:-

Did Trinity have any collection bags that they could give to Corton?

Mary Read committed to buy bags for Corton in memory of her late husband David

Rosemary Willis has donated a photo to the church which will be framed and hung near the organ.

£500 extra to be donated to the circuit.

Mary Read wishes to withdraw from her role as congregational rep as she already has church council seat as Circuit steward. Rev. Christine to liaise with Mary.

Happy birthday to Danny.

Happy retirement from work to Julian.

Next meeting:- 7th February 2019
6th June 2019

Revd. Christine thanked everyone for a very positive meeting.

Meeting closed at 9:05pm

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

TRINITY METHODIST CHURCH	Church
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FOR THE YEAR ENDED

31 August 2018

LOWESTOFT & EAST SFR. METHODIST Circuit	Circuit no 14/7	
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Registered Charity - Charity Registration number

1130417

If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

REV. CHRISTINE KENNEL

Church Stewards:

JULIAN ROGERS	GILLIAN WINTLE
JUNE HARMER	JANET RAMSDEN
CHARLES REYNOLDS	ROSIE ROBERTS
SALLY REYNOLDS	EDNA EARL
PAT WALL	VAL WOODS
CAROL SECRET	
ANS BATES	

Treasurer:

VALERIE HOWLETT

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	RECEIPTS				
a2	Offerings and Tax recovered	29788		29788	27132
a3	Bank and CFB Interest and Investment Income	152		152	131
a4	Lettings	17080		17080	15777
a5	Other receipts	7812	7219	15031	11264
a6	TOTAL RECEIPTS	54832	7219	62051 (a7)	54304

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	PAYMENTS				
b2	Circuit Assessment or Share	34561		34561	33864
b3	Donations	1500		1500	
b4	Repairs and Maintenance	4148	7273	11421	15247
b5	Utilities (Insurances, water charges, heating & lighting)	6314		6314	4949
b6	TELEPHONE	642		642	945
b7	Other payments	3760	223	3983	5614
b8	TOTAL PAYMENTS	50925	7496	58421 (b9)	60619

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR (a6-b8)	3907	(277)	3630	(6315)
c2	Total funds brought forward from last year	54175	7670	61845 (c6)	68160
c3	Sub total (c1+c2)	58082	7393	65475	61845
c4	Transfers and adjustments				(c7)
c5	TOTAL FUNDS AT END OF YEAR (c3+c4)	58082	7393	65475 (c8)	61845 (c8)

SECTION D		£	£
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS			
d	(these amounts are not to be included in total receipts/payments figures above)		
d1	Balance brought forward from last year		
d2	Offerings/Gifts - received for external organisations	1363	1378
d3	Offerings/Gifts - passed to external organisations	1363	1378
d4	BALANCE STILL TO BE PAID (d1+d2-d3)		

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL

SECTION E Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2018 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 PL476804P	37219	53070	(15851)		62972	47121
e2						
e3 COMMUNITY CAFE	5795	4931	864		1704	2568
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	43014	58001	(14987)		64676 (e11)	49689 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	62051 (a7)	58421 (b9)	3630		61845 (c7)	65475 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	105065	116422	(11357)		126521 (x)	115164 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2018

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	12427	11472
f3 Bank Deposit Account	28227	33513
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes	19372	19451
f6 Other funds	1819	1039
f7 SUB TOTAL - Church accounts	61845 (c6)	65475 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	64676 (e11)	49689 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	126521 (x)	115164 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2017	At 31 August 2018
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	1802299	2504629
g3 Other Assets	80473	68053
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

DECLARATIONS

Treasurer

I confirm that I have prepared the accounts from the records of the Church and that they include all funds under the control of the Church Council

Signature of Treasurer

C. E. Kennell

Date

18-10-18

Name

MRS. V. B. HOWETT

Address

11 SHOPS WALK
OULTON BROAD
LEWESTOFT NR33 9HG

Presentation to the *Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on

18-10-18

and were approved.

Signature of the Chair of the meeting

C. E. Kennell

Name of the Chair of the meeting

C-E KENNEL

Date

18.10.18

Independent Examiner's Report to the Trustees of the

TRINITY METHODIST

Church

This Report is on the Church Accounts for the year ended 31st August

2018

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- 1. Examine the accounts under Section 145 of the Charities Act
- 2. to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- 3. to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply appropriate

- (3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

* Please circle as appropriate

Name

Signature

Relevant Professional qualification or body

Address

Date

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Date 18.10.18

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* Please circle as appropriate

Name STEWART BLAY

Signature SA

Relevant Professional qualification or body FCCA

Address 18 GORSON ROAD
LOWESTOFT
SUFFOLK NR 32 1NL

Date 5-10-18